

**HARMAR TOWNSHIP  
RESOLUTION NO. 7-2021**

**A RESOLUTION OF HARMAR TOWNSHIP, ALLEGHENY COUNTY,  
PENNSYLVANIA, ESTABLISHING A GENERAL SCHEDULE OF FEES, COSTS,  
CHARGES, AND EXPENSES PURSUANT TO TOWNSHIP ORDINANCES**

**WHEREAS**, the Harmar Township Code of Ordinances (“Code of Ordinances”) authorizes the Board of Supervisors of Harmar Township (“Board of Supervisors”) to establish a fee schedule for the payment of various fees to be charged to the respective applicant and/or petitioner to recoup various costs associated with each permit/process; and

**WHEREAS**, the Board of Supervisors desires to repeal the prior fees established in Resolution 16-2020; and

**WHEREAS**, the Board of Supervisors also desires to compile relevant fees established by Ordinances, other Resolutions, and other entities, which will be continually updated with changes and posted with this Resolution on the Township’s website; and

**WHEREAS**, the Board of Supervisors intends to update this fee schedule resolution each year; and

**WHEREAS**, the Board of Supervisors may also update this fee schedule resolution throughout the year as needed.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Supervisors establishes the following fee schedule:

**Section 1. Zoning and Building Permits**

Harmar Township’s Code of Ordinances requires permits for a variety of building projects. A Zoning review is the first step in the process and an applicant is required to obtain a Zoning Permit before starting their project or submitting an application for a Building Permit.

There are two types of building project categories in Harmar Township: (1) Building projects that require a Zoning Permit and an UCC Building Permit and (2) building projects that require only a Zoning Permit. Harmar Township’s Zoning Officer and administrative staff are available to assist applicants with understanding which applications need to be submitted.

Harmar Township has adopted the Uniform Construction Code (“UCC”), to regulate and govern the construction, alteration, repair, movement, equipment, removal, demolition, location, maintenance, occupancy or change of occupancy of every building or structure. Harmar Township has contracted with Code Enforcement Agency (“CEA”) to administer and enforce all codes necessary to comply with the UCC.

### ***Zoning Permits and Uniform Construction Code Building Permits***

Projects that require a building permit include, but are not limited to, new construction, additions/alterations to existing buildings, demolitions, installation of pools, garages, signs, pre-manufactured/mobile home installations, decks, porch roofs, and solar panel installations.

For projects that require both permits, an applicant must obtain a Zoning Permit before applying for a Building Permit. The cost for the Zoning Permit, which is to be paid directly to Harmar Township, is \$55.00 for commercial properties and \$25.00 for residential properties.

The cost for a building permit from CEA varies depending on the type of project. CEA's fee schedules are attached to this Resolution as Attachment A.

### ***Zoning Permits (only)***

Harmar Township also requires a zoning review for projects that are not reviewed under the UCC. Projects that only require a zoning permit include, but are not limited to, the installation of fences or walls, various signage, paving projects, and installation of sheds.

The cost for the Zoning Permit, which is to be paid directly to Harmar Township, is \$55.00 for commercial properties and \$25.00 for residential properties.

### **Section 2. Occupancy Permits**

Occupancy Permits are required for new construction, change of existing use, change in ownership, or change of tenant(s). An Occupancy Permit is required prior to the occupation of a structure. The current owner is required to obtain the Occupancy Permit for the occupancy of a new building, change in tenant(s), or change in use of a building. The new owner is required to obtain the Occupancy Permit before occupying the structure when a property is sold (the new owner can arrange for the prior owner to obtain the Occupancy Permit on their behalf). The Board of Supervisors establishes the following fees for Occupancy Permits, which are based on the anticipated number of hours the building inspector will utilize on a given Occupancy Permit request:

#### Occupancy of a new construction building:

|                     |   |
|---------------------|---|
| Residential Use     | Cost is included in the cost of a Building Permit |
| Non-Residential Use | Cost is included in the cost of a Building Permit |

#### Change in the use of a building other than to a use of the same type:

|                     |  |
|---------------------|--|
| Residential Use     | \$60.00 (includes 2 <sup>nd</sup> visit). Each subsequent visit is an additional \$45.00.  |
| Non-Residential Use | \$105.00 (includes 2 <sup>nd</sup> visit). Each subsequent visit is an additional \$45.00. |

#### New owner(s):

|                 |   |
|-----------------|---|
| Residential Use | \$60.00 (includes 2 <sup>nd</sup> visit). Each subsequent visit is an additional \$45.00. |
|-----------------|---|

|                     |  |
|---------------------|--|
| Non-Residential Use | \$105.00 (includes 2 <sup>nd</sup> visit). Each subsequent visit is an additional \$45.00. |
| New tenant(s):      |  |
| Residential Use     | \$60.00 (includes 2 <sup>nd</sup> visit). Each subsequent visit is an additional \$45.00.  |
| Non-Residential Use | \$105.00 (includes 2 <sup>nd</sup> visit). Each subsequent visit is an additional \$45.00. |

### **Section 3. Zoning Hearing Board**

The Board of Supervisors establishes the following fees for applications or petitions to the Township's Zoning Hearing Board:

|                   |  |
|-------------------|--|
| Variance request  |  |
| Residential       | \$150 application fee + \$850 escrow deposit |
| Non-residential   | \$150 application fee + \$850 escrow deposit |
| Special exception |  |
| Residential       | \$150 application fee + \$850 escrow deposit |
| Non-residential   | \$150 application fee + \$850 escrow deposit |
| Other             |  |
| Residential       | \$150 application fee + \$850 escrow deposit |
| Non-residential   | \$150 application fee + \$850 escrow deposit |

Pursuant to Municipalities Planning Code § 908, Harmar Township can charge fees to cover the costs associated with the Zoning Hearing Board members' compensation, notice and advertising costs, half of the stenographer appearance cost, and necessary administrative overhead costs associated with the hearing. The application fee covers the necessary administrative overhead costs and the escrow deposit covers the remaining costs. Any remaining escrow amount will be returned to the applicant after all expenses have been invoiced to the Township and paid. Should the costs exceed the escrow deposit amount, Harmar Township will send an invoice, due in 30 days, to the appellant for the remaining amount owed to cover these expenses.

Obtaining an official transcript from the Stenographer, including any costs, is the responsibility of the party requesting the transcript and is not part of any costs associated with the application.

### **Section 4. Uniform Construction Code Board of Appeals,**

The Board of Supervisors establishes the following fees for appeals, applications, or petitions to the Board of Appeals for the Township's Uniform Construction Code:

|                 |                       |
|-----------------|-----------------------|
| Residential     | \$500 application fee |
| Non-residential | \$500 application fee |

### **Section 5. International Property Maintenance Code Appeals**

Pursuant to Code of Ordinances § 5-202, the Board of Supervisors establishes the following fees for appealing a decision of the Township's Code Enforcement Officer to the Board of Supervisors:

|                 |   |
|-----------------|---|
| Residential     | \$50 appeal fee + \$300 escrow deposit to cover advertising and court reporter costs* |
| Non-Residential | \$50 appeal fee + \$300 escrow deposit to cover advertising and court reporter costs* |

\*Pursuant to Code of Ordinances § 5-202.F.111.1, "all advertising and court reporter costs resulting from the appeal will be paid by the appellant prior to commencement of the appeal hearing." The escrow should cover these costs and any remaining amount will be returned to the appellant after all expenses have been invoiced to the Township and paid. Should the costs exceed the escrow deposit amount, Harmar Township will send an invoice, due in 30 days, to the appellant for the remaining amount owed to cover these expenses. Obtaining a hearing transcript, including the cost, is the responsibility of the party requesting the transcript.

### **Section 6. Conditional Use Application Fees**

The Board of Supervisors establishes the following fees for conditional use applications:

|                 |                       |
|-----------------|-----------------------|
| Residential     | \$500 Application Fee |
| Non-Residential | \$500 Application Fee |

### **Section 7. Planned Residential Development Fees.**

The Board of Supervisors establishes the following fees for applications for planned residential development approval:

#### **Nonrefundable Application Fee:**

|                            |   |
|----------------------------|---|
| 1-5 Dwelling Units         | \$1,000.00                                |
| 6-60 Dwelling Units        | \$1,000.00 plus \$50.00 per dwelling unit |
| 61-150 Dwelling Units      | \$1,000.00 plus \$40.00 per dwelling unit |
| 151 or more Dwelling Units | \$1,000.00 plus \$30.00 per dwelling unit |

#### **Escrow Deposit:**

|                      |            |
|----------------------|------------|
| 1-20 Dwelling Units  | \$3,000.00 |
| 21-40 Dwelling Units | \$3,500.00 |
| 41-60 Dwelling Units | \$4,500.00 |
| 61+ Dwelling Units   | \$5,000.00 |

## **Section 8. Subdivision and Land Development Matters**

The Board of Supervisors establishes the following fees for applications for subdivision and/or land development approval:

### **Preliminary Plan Fee:**

#### **Residential**

##### **1 to 2 dwelling units**

|                 |                            |
|-----------------|----------------------------|
| Application Fee | \$150.00                   |
| Deposit         | \$100.00 per dwelling unit |

##### **3 or more dwelling units**

|                 |   |
|-----------------|---|
| Application Fee | \$150.00 plus \$50.00 per dwelling unit |
| Deposit         | \$100.00 per dwelling unit              |

#### **Commercial or Other Non-Residential**

##### **Total land area involved under 2,500 square feet**

|                 |            |
|-----------------|------------|
| Application Fee | \$250.00   |
| Deposit         | \$1,000.00 |

##### **Total land area involving 2,500 square feet to 10,000 square feet**

|                 |            |
|-----------------|------------|
| Application Fee | \$500.00   |
| Deposit         | \$1,500.00 |

##### **Total land area involving greater than 10,000 square feet**

|                 |            |
|-----------------|------------|
| Application Fee | \$1,000.00 |
| Deposit         | \$2,000.00 |

### **Final Plan Fees:**

#### **Residential**

##### **1 to 2 dwelling units**

|                 |                            |
|-----------------|----------------------------|
| Application Fee | \$150.00                   |
| Deposit         | \$100.00 per dwelling unit |

##### **3 or more dwelling units**

|                 |   |
|-----------------|---|
| Application Fee | \$150.00 plus \$50.00 per dwelling unit |
| Deposit         | \$100.00 per dwelling unit              |

#### **Commercial or Other Non-Residential**

##### **Total land area involved under 2,500 square feet**

|                 |            |
|-----------------|------------|
| Application Fee | \$250.00   |
| Deposit         | \$1,000.00 |

##### **Total land area involving 2,500 square feet to 10,000 square feet**

|                 |            |
|-----------------|------------|
| Application Fee | \$500.00   |
| Deposit         | \$1,500.00 |

##### **Total land area involving greater than 10,000 square feet**

|                 |            |
|-----------------|------------|
| Application Fee | \$1,000.00 |
| Deposit         | \$2,000.00 |

Combined Preliminary Plan and Final Plan Review Fees (as permitted by the Township Subdivision and Land Development Ordinance):

#### Residential

##### 1 to 2 dwelling units

|                 |                            |
|-----------------|----------------------------|
| Application Fee | \$300.00                   |
| Deposit         | \$200.00 per dwelling unit |

##### 3 or more dwelling units

|                 |   |
|-----------------|---|
| Application Fee | \$300.00 plus \$50.00 per dwelling unit |
| Deposit         | \$200.00 per dwelling unit              |

#### Commercial or Other Non-Residential

##### Total land area involved under 2,500 square feet

|                 |            |
|-----------------|------------|
| Application Fee | \$500.00   |
| Deposit         | \$1,500.00 |

##### Total land area involving 2,500 square feet to 10,000 square feet

|                 |            |
|-----------------|------------|
| Application Fee | \$1,000.00 |
| Deposit         | \$2,500.00 |

##### Total land area involving greater than 10,000 square feet

|                 |            |
|-----------------|------------|
| Application Fee | \$2,000.00 |
| Deposit         | \$3,500.00 |

#### Modification or Waiver Fees

|                 |                             |
|-----------------|-----------------------------|
| Application Fee | \$500.00 per waiver request |
|-----------------|-----------------------------|

Separate application fees shall be paid for Preliminary Plan application and Final Plan application unless the development is pursuing Combined Preliminary and Final Plan approval as permitted under the Township Subdivision and Land Development Ordinance.

Traffic Study: Applicant shall be responsible for paying the cost of any traffic study required by an applicable Township ordinance. An initial escrow deposit of \$5,500 shall be required for any necessary traffic study.

### **Section 9. Zoning Ordinance Amendments**

The Board of Supervisors establishes the following fees for an application to amend a Harmar Township ordinance:

|                  |            |
|------------------|------------|
| Application Fee: | \$1,000.00 |
|------------------|------------|

### **Section 10. Grading Permits**

The Board of Supervisors establishes the following fees for Grading Permits:

|                                 |   |
|---------------------------------|---|
| Application Fee:                | \$75.00   |
| Surety Bond/Financial Security: | 110% of the estimated cost of completion for the proposed project |

### **Section 11. Street Cuts and Openings**

The Board of Supervisors establishes the following fees for street cuts and openings to Township roads and sidewalks:

|                                   |   |                |
|-----------------------------------|---|----------------|
| Application Fee:                  | \$50.00   |                |
| Degradation Fee:                  | <u>Period since road was last paved</u>   | <u>Amount</u>  |
|                                   | Less than 1 year  | \$30.00 sq. yd |
|                                   | 1-2 years   | \$25.00 sq. yd |
|                                   | 3-5 years   | \$25.00 sq. yd |
|                                   | 5-7 years   | \$10.00 sq. yd |
| Township Engineer Inspection Fee: | Actual cost of fees of Township Engineer or other consultant, initial deposit of \$300 is due with application  |                |
| Permit Bond:                      | Cost to complete the work as estimated by the Road Foreman or Engineer, which will include a maintenance bond guaranteeing the work for a period of one year. |                |
| Annual Bond for Utilities:        | Public utilities may be required by the Township Engineer to submit an annual bond to the Township.   |                |

### **Section 12. Single Residence Sewage Treatment Facility**

The Board of Supervisors establishes the following fees for single residence sewage treatment facilities.

|                    |          |
|--------------------|----------|
| Annual Permit Fee: | \$100.00 |
|--------------------|----------|

### **Section 13. Soliciting and Peddling**

The Board of Supervisors establishes the following fees for soliciting and peddling permits:

Permit Fee: \$25.00 per organization/entity per week

### **Section 14. Adult Business License**

The Board of Supervisors establishes the following fees for sexually oriented business licenses and employee licenses:

|                        |          |
|------------------------|----------|
| Adult Business License |          |
| Initial Inspection Fee | \$500.00 |
| Annual License Fee     | \$250.00 |

### **Section 15. Logging Permits**

The Board of Supervisors establishes the following fees for logging permits:

Application Fee: \$100.00

### **Section 16. Dye Test**

The Board of Supervisors establishes the following fees for Dye Test Compliance:

Dye Test: Cost of Dye Test paid directly to an Allegheny County Certified Plumber

Dye Test Compliance Permit: \$60.00 paid to Harmar Township

### **Section 17. Municipal No Lien Letters**

The Board of Supervisors establishes the following fees for Harmar Township Municipal No Lien Letters:

Municipal No Lien Letter: \$50.00

### **Section 18. Tax Certification Letter**

The Board of Supervisors establishes the following fees for Tax Certifications:

Tax Certification Letter: \$20.00 fee paid directly to the Tax Collector

### **Section 19. Miscellaneous Fees**

The Board of Supervisors establishes the following miscellaneous fees:



Returned/Non-Sufficient Funds Check: \$15.00 plus the cost of any bank fees for insufficient funds

Credit Card Processing Fees (CityGrows): 4.9% of permit cost + \$0.30 per transaction

**Section 20. Repealer**

The following fee schedule resolutions are hereby repealed in whole:

- Resolution 16-2020

**Section 21. Effective Date**

This Resolution shall take effect on February 19, 2021.

**Section 22. Severability**

Should any part of this Resolution be held legally invalid, the remained of this Resolution shall remain in effect.

**THIS RESOLUTION ADOPTED** by the Board of Supervisors of the Township of Harmar at a duly assembled public meeting held the 18<sup>th</sup> day of February 2021.

**ATTEST:**

  
\_\_\_\_\_  
Township Manager

**HARMAR TOWNSHIP**

By:   
\_\_\_\_\_  
Supervisor